

## Theme Community Meeting Notes

July 16, 2020 (1:00-2:30 PM ET)

### Attendees

#### FGDC Staff

Name	Agency	Role(s)		Name	Agency	Role(s)	
Lorna Schmid	USGS	FGDC OS	✓	James Irvine	USGS	FGDC OS-CS	
Lynda Wayne	USGS	FGDC OS-CS	✓	Robin Hoban	USGS	FGDC OS-CS	✓
				Moussa Dia	USGS	FGDC OS-CS	✓

#### Theme Community

Theme	Name		Agency	Role(s)	✓	Addition or Proxy
Address	Matt Zimolzak		Census Bureau	TL	✓	Dierdre Bevington-Attardi
Address	Steve Lewis		DOT	TL		Derald Dudley
Biodiversity and Ecosystems	Marcia McNiff		USGS	TL	✓	
Cadastral	Dominica VanKoten		BLM	TL	✓	
Climate and Weather	Kari Sheets		NOAA	TL	✓	
Cultural Resources	Deidre McCarthy		NPS	TL	✓	Glenn Guempel
Elevation	Ashley Chappell Hill		NOAA	TL	✓	
Elevation	Susan Buto		USGS	TL	✓	Becci Anderson Jeff Danielson
Geodetic Control	Daniel Roman		NOAA	TL	✓	
Geology	Paul Godfriaux		BOEM	TL	✓	
Geology	Dave Soller		USGS	TL		
Governmental Units	Dierdre Bevington-Attardi		Census Bureau	TL	✓	Karla Riso
Imagery	Greg Snyder		USGS	TL	✓	
Imagery	John Mootz		USDA	TL	✓	David Davis
Land Use - Land Cover	Greg Reams		USFS	TL		Rick Mueller
Land Use - Land Cover	Brad Reed		USGS	TL		Nate Harold
Real Property	Valerie Butler		GSA	TL	✓	
Soils	Drew Kinney		USDA	TL	✓	
Transportation	Derald Dudley		DOT	TL	✓	
Utilities - Offshore	Jeff Harris		BSEE	TL	✓	
Utilities - Terrestrial	TBD					
Water - Inland	Megan Lang		FWS	TL	✓	

Water - Inland	Rebecca Anderson		USGS	TL	✓	
Water - Oceans and Coasts	Patrick Keown		NOAA	TL	✓	

**Other Attendees:** Mei-Ling Freeman, NOAA; Leo Dillon DOS; Shirley Hall USDA; John Huggins HUD; Eric Doornbos, DOS; Godfred Amponsah, NOAA; Nicholas Douglas, BLM; Doug Graham, NOAA; Josh Campbell DOS

## Agenda

- ❖ Welcome and Roll Call
- ❖ NGDA Changes for Steering Committee Vote
- ❖ GDA Reporting Review and Theme Compliance
- ❖ Next Steps for NGDA Theme GDA Compliance
  - Theme Implementation Plans
  - Metadata Review Process
  - Baseline Standards Inventory
    - Managing the Inventory Process
    - Review the “Companion Guide” document
    - Demonstration of Inventory questionnaire
- ❖ NGDA Inventory & POC Updates
- ❖ Open Discussion

## Summary of New Actions

Responsible Party	Description
Lorna Schmid, Mei-Ling Freeman, Marcia McNiff	Further discuss the proposed retirement of the Environmental Sensitivity Index (ESI) Data Viewer and REST Services for Atlases NGDA.
Lorna Schmid, Jim Irvine	Follow up on Greg Snyder’s question re: who the originator for the proposed <i>Landsat 8 Operational Land Imager (OLI) and Thermal Infrared Sensor (TIRS) Collection 1 V1</i> NGDA was in USGS for this Imagery Theme NGDA.
Lorna Schmid	Send out slides from previous Theme meetings that outline how the LCA and CA report(s) will be developed.
NGDA Team	Send the “Roles and Responsibilities” and “Reporting Timeline” information to the Theme Leads when available.
Lorna Schmid	Follow up on Valerie Butler’s question re: Who in GSA is reviewing the GDA?
Theme Leads and Dataset Managers	Please <b>respond to any emails</b> from Jim Irvine (NGDA Team) requesting updated or confirmed point of contact information. Correct email and POC information will be crucial for the upcoming Baseline Standards Inventory.
Theme Leads and Dataset Managers	<ul style="list-style-type: none"> <li>• <b>If you have an existing GeoPlatform account</b> (but haven’t used it in a while), please log in and make sure your login and password are still valid.</li> <li>• <b>If you do not have a GeoPlatform account</b>, please view the information here and request one: <a href="https://www.geoplatform.gov/help/accounts/">https://www.geoplatform.gov/help/accounts/</a>.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>If you have any difficulty setting up an account or logging in</b>, please email the GeoPlatform ServiceDesk: <a href="mailto:servicedesk@geoplatform.gov">servicedesk@geoplatform.gov</a> for assistance.</li> </ul>
Theme Leads and Dataset Managers	Any TL or DSM who would like to <b>volunteer to assist with beta testing the Baseline Standards Inventory survey</b> , please send an email to <a href="mailto:NGDATeam@fgdc.gov">NGDATeam@fgdc.gov</a> with your interest.

### **NGDA Changes for Steering Committee Vote – Lorna Schmid**

The list of recommended and pending NGDA changes are summarized in the table. These will be going forward to the Steering Committee for a vote. Please let us know of any changes or additions for this list today. A new Large Scale International Boundaries Theme will be managed by Department of State (DOS). It has one NGDA: Large Scale International Boundaries (LSIB). Mei-Ling: The ‘retired’ ESI dataset under Biodiversity is still being used by NOAA. Can we put the vote for that one on hold?

Marcia: Jill Peterson requested it be retired but we’re open to further discussion.

**Action:** Follow up meeting between USGS and NOAA to further discuss.

Lorna: Exactly the reason we include this information in these meetings and in the meeting minutes so we can ensure that there is awareness about these proposed changes. There is a long list this time but with FGDC organizational changes, these have been on hold.

Greg Snyder: USGS Landsat 8 Operational Land Imager is a good addition; on that particular one, who is the originator?

**Action:** We will follow up with Jim Irvine on the original source request, but they come from Theme Leads (TL) and Dataset Manager (DSM).

Lorna: Any other recommended changes, please let us know today.

### **GDA Reporting Review and Theme Compliance**

Section 756 includes the requirement for an annual performance report provided by Lead Covered Agencies (LCA) to the FGDC. There will be one report even if there is more than one Theme under the LCA. The FDGC will summarize the reports and provide them to the National Geospatial Advisory Committee (NGAC). NGAC will comment back, if needed, and FGDC will respond. The final reports will become a Congressional report.

Section 756 (3)(E) A - Standards - provides insights on how that is supposed to happen. For this first year, were doing a baseline standards inventory. (B) is population of data for the themes; (C) is establishing theme goals in support of the National Spatial Data Infrastructure (NSDI) Strategic Plan (SP) (under development). For this year, we will be using existing Theme Strategic Plans (TSP) and Theme Implementation Plans (TIP). (D) calls for the Theme to analyze the needs of users. There will be more work done on that. Tiger Teams kicked off after GDA was passed; with a focus on CA and LCA reports. We will have an Executive Champion to make sure that the agencies are in support of the reporting template.

Becci: Is FGDC still planning a Lifecycle Maturity Assessment (LMA)?

Lorna: We had been doing the LMA per the Circular A-16. With the passage of the GDA, and we wrote the draft update for the revised A-16, we did not do a 2019 LMA because we were waiting on the GDA implementation plans. We will be incorporating the LMA information into the GDA template and reporting, and we don't want to lose the data stream around the LMA because it is based on sound practice. But we need to build up a uniform approach to addressing all the reporting requirements across the Themes, and that includes historic information. Where in the past we've done TSP and TIP, we'd like to now focus on the new GDA requirements going forward and fashion our documentation, so it feeds right in. We're going to need to make sure it fits in to the appropriate buckets.

Valerie: Why weren't the LMA done in 2019?

Lorna: When the GDA passed, there was no requirement and OMB needed to provide guidance with the revised A-16 Circular. The draft Circular went to agencies and comments are due back next week. If you haven't seen it yet, find out who received it in your agency and reach out so you can review it and provide comment.

Dierdre: To summarize, TIP and TSP for each Theme no longer exist, and new template will be designed?

Dan: Tony indicated that the departments will be doing their own their own Strategic Plans (SP) and so the Theme plans might roll into those?

Lorna: What the GDA asks for specifically is that the FGDC develop an NSDI SP. Each of the department's SP will align with the NSDI SP. And, under the Theme sections 756(b)(3)(C), the themes will incorporate goals into the documentation. When you read through the Act, the sections A,B,C,D, each one includes a lot of work requiring a long-term plan and all of that will not all be done in a year.

Mei-Ling: I understand how we'll use the survey to roll up into the LCA, but will there just be one survey sent to the DSM?

Lorna: There are two activities: One is the Baseline Standards Inventory that will be distributed to each NGDA DSM (176 surveys). And there is also another survey being developed for the Covered Agency reports. The LCA (aka NGDA Data Theme) report template will be high-level review with most of the content provided to the Themes.

**Action:** Lorna send out slides from previous Theme meetings that outline how the report(s) will be developed.

For (A) - assessing the existing standards - since it is a Progress report, we just need to document the progress for all the Themes. Next month, we will provide further details.

Mei-Ling: Will there be two surveys to the DSM?

Lorna: No, executives from each CA will be doing the CA survey through the departments; the standards inventory will be sent to the DSM.

Dan: For the baseline inventory, should we have copies of all the standards? Like all the ISO standards?

Lorna: Only if you need to use them. We will discuss that in the next section.

## **Next Steps for NGDA Theme GDA Compliance**

### Theme Implementation Plans

We covered this last month, but this is the status of the Theme Implementation Plans (TIP). The content of these TIP will be used in the LCA (Theme) reporting template. Once we get the LCA template completed, we'll share that with you. For those Themes that don't have an implementation plan now, we'll work with you to make sure you get that information populated.

Valerie: Who in GSA is reviewing the GDA?

**Action:** Lorna will follow up and find out.

### Metadata Review Process

We're working on an updated metadata process guide. As many of you know, we conduct an annual review of the metadata. Lynda Wayne is doing that right now. We're looking at formalizing that process, so her report becomes a process guide and checklist. The goal is a templated report where assessment results go, and a follow up to the report with recommendations. And, that report will go to the SAOGIs.

Glenn Guempel: What standard will be used?

Lorna: It will be a review against the ***FGDC Technical Guidance: Data.gov and The GeoPlatform Metadata Recommendations - including Guidelines for National Geospatial Data Assets (NGDA)*** found here: <https://www.fgdc.gov/technical-guidance>

I think this will be really helpful. We've been doing this for a while, but it will be a more formal assessment.

### Baseline Standards Inventory

Thank you to the Standards Inventory Working Group members who have been involved in the baseline inventory development and review process. We've already talked about where this assessment fits into the GDA, but it also fits in to the Federal Data Strategy (FDS) 2020 Action Plan - Action 10 (<https://strategy.data.gov/action-plan/>). We aren't tracking compliance with the standards but are gathering information on the use of standards across



the NGDA Portfolio. This inventory will help answer questions related to the GDA and the FDS (see Slide 19). This will be a lot of work for the DSM, but there will be support from the TL and the NGDA Portfolio team.

### Managing the Inventory Process

The survey will be conducted in Esri ArcGIS Online (AGOL) Survey123 tool through the GeoPlatform. An email went to all DSM from Jim Irvine requesting confirmation that the DSM is current point of contact (POC). **Please respond to that email with any updated POC information.**

We will need to make sure that all DSM have a GeoPlatform account. Since this is a private survey, it would be beneficial if you could request that account now. See <https://www.geoplatform.gov/help/accounts/> for information and email the GeoPlatform Service Desk if you have any difficulty ([servicedesk@geoplatform.gov](mailto:servicedesk@geoplatform.gov)).

**Action:** Anyone who would like to volunteer to participate in beta testing of the survey, please email the [NGDATeam@fgdc.gov](mailto:NGDATeam@fgdc.gov) by Friday, July 24.

Once the beta testing of the survey is done, we will distribute the survey and Companion Guide to the DSM. There will be tutorials, which will also be recorded. The NGDA Team will help with answering the questions. The GeoPlatform ServiceDesk will help with any access issues.



Ivan DeLoatch will be sending an email to the Steering Committee. An email will go to the DSM with information on resources and expectations. And an email with a specific token associated with their NGDA will be sent separately. The NGDA Team is working on a plan to send a single email with multiple tokens to DSM that are responsible for several NGDA.

### Review the “Companion Guide” document

We’ve been working on the **“Achieving an NGDA Geospatial Data and Metadata Standards Baseline Inventory -- A Companion Guide -- A Baseline Assessment to Meet Geospatial Data Act, Federal Data Strategy, and Other Requirements”** document.

The document includes standards categories and definitions, an appendix with the survey questions and clarifying information pertaining to each question, and appendices of standards

that will be used as picklists throughout the survey. The goal is to have DSM to use this document as a workbook, mark it up, highlight the standards in use, and use it to gather input from other colleagues and subject matter experts in the agency.

#### Demonstration of Inventory questionnaire

Live demo of the online survey tool.

#### **NGDA Inventory & POC Updates**

John Huggins, HUD, is the new DSM for 11 NGDA in Real Property and Governmental Units Themes. He replaces Todd McNeil.

#### **Open Discussion**

Dierdre: What is the [baseline standards inventory survey] timeline?

Lorna: We're hoping that we'll get this to you in the next couple of weeks. But give us a couple of days to get the timeline nailed down. It will likely be by August.

**Action:** TL and DSM check to see that you can log in to your GeoPlatform account in preparation for the survey. If you do not have a GeoPlatform account, visit this page and request one: <https://www.geoplatform.gov/help/accounts/>. The NGDA Team is working with the GeoPlatform ServiceDesk Team to facilitate those accounts, so additional instructions will be forthcoming if you don't have one yet.

Greg: Will this information be used for analysis and reporting?

Lorna: Yes, it will be. It will be provided to the covered agencies for them to use as they see fit in the CA reports. It will also be analyzed and broken down by Theme as a contribution to the performance report for assessing standards. The DOI Solicitor has written a formal response that the previously endorsed standards by FGDC don't count for the GDA. So, we have a clean slate. The GDA requires that FGDC establish standards, and that will be done through an assessment. That will not be done in a year. It will be a process: Baseline Inventory, Assessment, Gap Analysis, etc.

Matt (via chat): I think it is important to emphasize that DMs can submit the survey and archive the answers, to share with other theme stakeholders. Also, really important that DMs can go back into the survey and change/add answers, based on feedback from other theme stakeholders. When/how long will the survey be open for, in order to make any changes?

Lorna: We're hoping it will be open for 4-6 weeks. The DSM may go back into the survey and make changes, even after it is submitted, until the close of the survey period.

Dan: Can the companion guide be turned into a google doc to collect the information?

Lorna: We don't have Google docs anymore, but you will be able to do that since you will have it as a Word document.

Mei-Ling: I emailed an updated list of DSM.

Dan: Include TL on emails for contact lists.

Greg: There may be specifications, but they may not be endorsed by standards bodies. Are those going to be included?

Lorna: Yes, those can be included. We're looking to capture everything that is used for the NGDA. There is a question about formal and informal policies, directives, and guidelines. It's not to see if those are valid, but they're being collected to share with others. It is not going to be reported as the rest of the baseline standards results will be.

Greg: What about specifications?

Lorna: If they are a published, formal guidance or policy, then yes. But if they are informal guidance, no.

Matt: We have formal guidelines, but not pertaining to NGDA. They exist but they may not apply to the NGDA Themes, but we want to acknowledge they exist.

**Next Meeting:** Tuesday, August 4<sup>th</sup>, 1:00 – 2:30 ET